

**HQ UNITED STATES AIR FORCE ACADEMY
Supplement 1**

26 August 2002

Supply

**CHIEF OF SUPPLY ORGANIZATION
AND RESPONSIBILITIES**

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This document is substantially revised and must be completely reviewed. An (*) identifies revisions from the previous edition.

Section 2A - Supply Accounts General Responsibilities

***2.9.** Supply Customer Assistance visits will be performed by those personnel assigned to the Customer Assistance Team. The schedule of organizations to be visited will be developed by Customer Service personnel and verified by the Management and System Supervisor, and approved by the Project Manager. A copy of the approved schedule will be provided to 10ABW/LGLS.

Section 2B - Responsibilities of Chief of Supply/Supply Squadron Commanders

***2.13.25.** The Project Manager (10ABW/LGLSS); Management and Systems Supervisor; or the Material Coordinator assigned to the Equipment Management Element may act as the Equipment Approving Authority (EAA) for all equipment requests forwarded to the Command Equipment Management Officer (CEMO).

Section 2C - Management and Systems

2.27.19.8. The Supply Interface System (SIFS) Inbound Residue Listing will be reviewed and maintained by the Computer Operations Section

***2.28.3.2.2.** Receiving will coordinate with Contracting and Stock Control, as required.

***2.29.1.** Registered Equipment Management (REM) will be a joint, coordinated effort between Equipment Management personnel, the Management and Systems Supervisor, and the Automated Fleet Information System (AFIS) Program Monitor assigned to 10ABW/LGLMT. REM transactions will be processed in AFIS, downloaded to a REMS.DAT file and input into the Standard Base Supply System (SBSS) to update accountable records. Equipment Management personnel will provide technical assistance to the AFIS Program Monitor in correcting Air Force Management System (AFEMS) rejects/variances.

Section 2D - Procedures

***2.36.2.** Annual surveillance visits are conducted on all Chief of Supply functions, to include the Fuels Flight.

***2.36.2.3.** Surveillance schedules will be established by flight.

Section 2E - Analysis

***2.50.4.** The incoming and outgoing ROD analysis will be performed semiannually in November and May.

***2.50.5.** The M16 Analysis is performed quarterly.

***2.50.7.** Semiannual analysis is not required. The USAF Academy uses option 2 (23.31.3.2).

Section 2G - Combat Operations Support

***2.62.3.4.3.** The AFEMS manager will be assigned to the Equipment Management Element. The AFEMS manager will forward rejects/variances involving organization records to Records Maintenance for corrective action. The AFEMS manager monitors the AFEMS (C001) e-mail.

Section 2I - Materiel Storage and Distribution

***2.77.4.2.** Organizations desiring to maintain their bench stocks will submit a letter to the Program Manager (10ABW/LGLSS) requesting authority to do so.

***2.78.2.** The USAF Academy does not have a Base Service Store.

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